



الوكالة الوطنية للأمن السيبراني
National Cyber Security Agency

National Information Security Compliance Framework- Certification Governing Rules

[NCSA-NGAA-NISCF-CGR-V1.1]

Terms and Conditions

National Governance and Assurance Affaires
National Cyber Security Agency (NCSA)

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National Cyber Security Agency

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National Cyber Security Agency

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Based on Emiri Decree No 1 of year 2021, National Cyber Security Agency - Governance and Cyber Assurance Affairs is the entity responsible for issuing certificates for Technology and Information Security service providers and certificates of compliance with National Information Security standards and policies.



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Introduction

The National Information Security Compliance Framework (NISCF) Certification Program provides a mechanism for organizations to evidence compliance to the State of Qatar's information security policies, standards and manuals. The NISCF is being developed to offer a large variety of certification related to national and international policies and standards.

The NISCF Certificates of Compliance are provided by National Governance and Assurance Affairs as formal recognition that organization meets standard and certification requirements at the time of assessment.

An organization once certified for any of the certification schemes under the NISCF, is obliged to comply with the NISCF Certification Governing Rules.

Purpose

This document sets out the terms and conditions by which Certified organization by National Governance and Assurance Affairs (NCSA) shall abide.

This document considers the NISCF requirements of certification, as well as applicable mandatory documents.

Scope

This document defined rules and conditions applicable for the Certified organizations. All participants shall always adhere strictly to these conditions.



These Terms and Conditions has been prepared to take into consideration the current applicable laws of the State of Qatar. If a conflict arises between this document and the laws of Qatar, the latter shall take precedence. Any such term shall, to that extent be omitted from this Document, and the rest of the document shall stand without affecting the remaining provisions. Amendments, in that case, shall then be required to ensure compliance with the relevant applicable laws of the State of Qatar.

These Terms and Conditions are binding rules necessary for the delivery of Certification Service and are not subject to applicant acceptance or acknowledgement. These Terms and Conditions are owned and managed by National Governance and Assurance Affairs (NCSA) and can be updated in the future. National Governance and Assurance Affairs will inform the organization through the defined Single Point of Contact of the changes.

For the avoidance of doubt, under no circumstances will the organization's standard Terms and Conditions or any other agreement could govern the Certification or be binding on National Governance and Assurance Affairs in any way whatsoever.

Every organization that has been awarded a Certificate of Compliance by National Governance and Assurance Affairs (NCSA) shall during the period of validity of the mentioned Certificate adhere and comply with the below rules that governs the Certificate of Compliance.

1. General obligations

- 1.1. The organization shall act and communicate about the Certificate of Compliance as only limited to the audited approved scope (as specified in the Certificate of Compliance).
- 1.2. The organization shall comply with National Governance and Assurance Affairs's Certification Policies, Standards and Process rules as defined and communicated by National Governance and Assurance Affairs to the public or specifically to the organization.
- 1.3. The organization shall collaborate with National Governance and Assurance Affairs and the selected Accredited Auditor to facilitate the Certification activities.



- 1.4. The organization shall inform National Governance and Assurance Affairs immediately, through National Governance and Assurance Affairs's official communication channels, of any significant changes occurring after the issuance of the Certificate of Compliance, its renewal, maintenance or expansion (e.g. changes to the legal and organizational form, partnership or ownership of the organization, key individuals such as key members of staff in management positions, decisionmakers or specialist or high-level technical personnel, addresses, the scope of the Certified Information Security Management System or processes covered).
- 1.5. The organization shall inform National Governance and Assurance Affairs immediately of any significant incident detected to allow it to assess the situation and its impact on the Certification and if necessary take appropriate actions.
- 1.6. The organization shall not reproduce the Certificate of Compliance without the prior written consent of National Governance and Assurance Affairs. Neither the organization nor any third party is entitled to rely on any reproduction or copy of a Certificate of Compliance for which the prior written consent of National Governance and Assurance Affairs has not been obtained.
- 1.7. Whenever applicable, the organization shall pay due fees to National Governance and Assurance Affairs ontime. Audit fees that shall be performed by an Accredited Auditor as part of the Certification process are not included in National Governance and Assurance Affairs fees.

2. Audit Obligations

- 2.1. The organization shall agree that it can be necessary to perform short-notice or unannounced audits. In such situations, National Governance and Assurance Affairs will specifies the conditions under which these short-notice audit visits will be conducted and it is not possible to object to members of National Governance and Assurance Affairs for short-notice audits.
- 2.2. where necessary, the organization shall obtain and maintain all necessary licences and consents and comply with all relevant legislation in relation to the use of the equipment and facilities and providing personal data of the organization.
- 2.3. In reference to the National Information Security Compliance Framework (NISCF) Programs, the organization shall agree to auditors from National Governance and Assurance Affairs and the Accredited Auditor to attend the



audits that may take place within the premises of the organization and that National Governance and Assurance Affairs can have access to and view the evidence, upon request in relation to the maintenance of the Certification and/or the Accreditation of the selected Accredited Auditor.

- 2.4. The organization shall ensure the security and safety of National Governance and Assurance Affairs members during the performance of their duties within the perimeter of the organization.

3. Non-conformities obligations

- 3.1. The organization shall implement corrective actions in accordance with the timelines shared with National Governance and Assurance Affairs and/or the Accredited Auditor.
- 3.2. The organization shall perform a review to ensure that corrective actions has been implemented and are effectively operating before the next Certification Audit taking place.

4. Validity and rights to use of symbols and Certificate

- 4.1. The organization shall abide by the rules defined in National Governance and Assurance Affairs Certification Symbols Usage Policy during the period of validity of the Certificate of Compliance. The Certificate of Compliance validity starts and ends as mentioned on the Certificate of Compliance.
- 4.2. The organization shall cease to use the NISCF symbols and market the organization as Certified by National Governance and Assurance Affairs for the Certified scope as soon as the Certificate of Compliance is no longer valid.
- 4.3. The scope of the Certification is listed in English language. A translation into other languages can be provided upon request and only in good faith. In case of doubt or objection, only the English version of the Certificate is binding.
- 4.4. National Governance and Assurance Affairs has the right to suspend or withdraw the Certificate of Compliance, and therefore the right to use the symbols and the Certificate of Compliance, if it subsequently becomes aware of situations or information that would have affected the assessment of the Certification procedure or its results.
- 4.5. Upon termination of the right to use the symbols and the Certificate of Compliance, the organization shall collect and destroy all Certificate copies



and cease to advertise itself as Certified for the scope of the Certificate of Compliance.